

Compensation Rates

3-7. Saved pay applies to downward movements due to individual allocation, system maintenance studies, and the annual compensation survey to maintain an employee's current base pay when it falls above the new grade maximum. It may also apply when retention rights are exercised as described in 3-13. Base pay shall be moved to the maximum at the first available opportunity that does not cause a loss in the employee's pay. However, in no case will the employee's base pay remain above the grade maximum after three years from the action, even if it results in a loss in pay. (7/1/06)

Downward Adjustments

3-13. In the case of system maintenance studies and individual allocations of positions, the employee's base pay shall remain the same, including saved pay.

A. A department head has sole discretion to grant saved pay when employees exercise retention rights. The decision must be applied consistently throughout the retention area and shall not be subject to appeal. If saved pay is granted, the employee's name shall not be placed on a reemployment list.

Referrals

4-24. Upon receipt of a request to fill a vacancy, referral of the three highest-ranking candidates will be made from the appropriate eligible lists. All those referred must be notified of such, including contacts for the interview. For multiple vacancies, one additional name will be referred to the same appointing authority for each additional position, except when there are tied scores. For requests to fill multiple vacancies by the same appointing authority, a list of candidates containing no fewer than the number of vacancies plus two up to three referrals for each vacancy to be filled will be provided to the appointing authority. One of the three highest-ranking candidates from the appropriate eligible list must be appointed for the first vacancy filled. All other candidates, including the two not selected for the first vacancy, are eligible for the remaining vacancies. All vacancies must be filled for which a multiple referral has been made, unless a revised referral is made before the second vacancy is filled. The appointing authority shall determine the number of candidates to be referred prior to the referral. If the total number of candidates is less than the minimum or less than the number requested by the appointing authority, the total number of candidates shall be referred. All those referred must be notified of their referral, and may be considered for appointment. Such consideration may include record review, interview, additional screening to determine final interviews, or other merit-based criteria. Except for the first vacancy filled, the person(s) appointed shall be any of the persons referred regardless of rank on the appropriate eligible list. (8/1/06)